

Name _____

Date _____

2011 EEO Self-Study Course for Managers and Supervisors Certification

Complete the following questions after reading the material contained in the self-study course.

The Supervisor's Roles and Responsibilities in the EEO Process

- What is one fact you learned from this section?

- How will you change the way you supervise employees as a result of this information?

What is Official Time?

- What is one fact you learned from this section?

- How will you change the way you supervise employees as a result of this information?

What You Need to Know Regarding the Amendment to the ADAAA

- What is one fact you learned from this section?

- How will you change the way you supervise employees as a result of this information?

Handling Employees Who Broadcast Proposed Actions

- What is one fact you learned from this section?
- How will you change the way you supervise employees as a result of this information?

Management Directive-715: Our EEO Program Annual Status Report

- What is one fact you learned from this section?
- How will you change the way you supervise employees as a result of this information?

The EEO Process Can Take a Long Time – Be Prepared

- What is one fact you learned from this section?
- How will you change the way you supervise employees as a result of this information?

The Expedited Inquiry Process

- What is one fact you learned from this section?
- How will you change the way you supervise employees as a result of this information?